

CITY OF FRESNO
DEVELOPMENT DEPARTMENT

Policies & Procedures

ADDRESSING

ISSUE NO. 14

TITLE: VOLUME 4: ADDRESSING COMMERCIAL CENTERS/USES

ESTABLISHED: NOVEMBER 18, 1996

STATEMENT:

With the new computer permits system coming online, the Department is taking steps to set a process for the addressing of properties. This issue, the third of a series on addressing, establishes the procedures for addressing commercial centers and uses.

REFERENCES:

Fresno Municipal Code;

Article 13, of Chapter 12 (The Zoning Ordinance), of the Fresno Municipal Code.

Development Department Policy;

Refer to P&P MANUAL Issue No. 8: Volume 1: Address Numbering Systems to determine the correct numbering system and how to apply the street numbers; odd/even, sequential, spacing, base lines, etc.

PROCEDURES:

These types of projects may have multiple tenants occupying multiple buildings (or portions of buildings), demanding more than one official address per parcel. The objective of this issue is to determine an addressing system that will: 1) Provide a "site" address; 2) Provide a separate official address for each tenant; 3) Simplify the address for official records; and 4) Provide a system compatible with the new HTE computer system for the issuance of building permits.

The analyst shall take the following steps in providing a sound and logical addressing sequence for this type of project.

1. Locate your project in the City of Fresno and determine which addressing system is applicable (refer to Volume 1 of Addressing).
2. Gather as much information as possible about the addresses surrounding your project. Typical

sources are; tract maps, parcel map, special permits, APN sheets, JAF, microfiche, personal knowledge, HTE, etc.

3. There will be four steps in determining the full address for this type of project; a) street name (which will include a compass direction and suffix if appropriate), b) range of street numbers, c) building alpha identification, and d) tenant street number designations.

A. The street name for your site shall be identified by the primary vehicle access point to the commercial center. Care must be taken to ensure that a commercial development be addressed to a street to which it has access. The following items describe the different project designs you may encounter and how you will determine the street name.

- 1) If the project has one street frontage, no matter the number of vehicular entrances, assign that street name.
- 2) If the project has vehicular access from one street, and an emergency access from a different street, ignore the emergency access and assign the primary street name.
- 3) If the project is oriented towards, and has vehicular access from two streets, and the internal circulation pattern from those access points do not connect, assign two separate street names accordingly.
- 4) If the project has vehicular access from two streets, and the internal circulation patterns from those access points do connect, **use your intuitive skills and common sense** to determine the primary entrance according to the orientation of the commercial center and assign that street name.
- 5) For the unusual projects that have access points from more than two streets, use the same logic and skills as called for above.

B. Since this type of project is usually an integrated design, consisting of one or more parcels, you will determine the potential range of street numbers for the project site. Refer to the P&P MANUAL Issue No. 8: Volume 1: Address Numbering System, for assistance in determining the correct street number range.

C. After you have determined the street name and number, you will assign each building an **alpha** designation; i.e., A, B, C, D,..., as the third step in determining the official street address. This building alpha identification will only be used on the hard copy site plan for reference purposes. It will not be input to the GIS or HTE systems, nor will it be used in the official address.

NOTE: In HTE, for building permit purposes only, whenever there is more than one tenant in a building, a + shall be put in the "apartment" field of the lowest street number address assigned to that building to enable permits to be issued for the "building", and not individual tenants.

The most important criteria to establish in addressing this type of project, is to determine a starting point so that a constant and consistent numbering system can be installed anywhere throughout the City of Fresno.

To select the starting point in a multi-tenant/building commercial center, choose the building at the corner of the development that is the closest to both the "base line" of addressing and the street being assigned to the address. This location will establish the lowest number in the address number range of the project.

Most of these projects are arranged in a linear fashion, with one or more driveways. Beginning at the chosen starting point and proceeding first away from the street, then away from the "base line", label the first building as BUILDING "A". Continue in alpha order around the complex using alpha characters. If needed for large complexes, continue the alphabet with double letters, i.e., AA, BB, CC, DD...

In most centers, there are free standing buildings along street frontage(s). Continue assigning alpha designations in linear sequence to those buildings, striving to keep the order of alpha characters in the direction away from (increasing) the addressing base line. It is very important to determine an orderly building identification sequence, as it will also determine the orderly sequential assignment of street numbers as set forth below.

If there are buildings and/or structures such as, carports, garages, storage buildings or other structures also on-site that do not have tenant space, designate them with double letters beginning with "AA", or if double letters are already being used for main buildings, begin where they left off. Use the same starting point and direction for double alpha assignments.

- D. The fourth and last step is to assign individual street numbers, or range of street numbers to tenant spaces. Begin assigning the appropriate street numbers in the sequence established by the building alpha designations.
- 1) BEFORE determining tenant addresses, you will assign (reserve) the lowest street number available as a "SITE ADDRESS". This address will be used as a site identifier, for miscellaneous permits for the site such as grading, landscape irrigation, etc..
 - 2) Using the information given by the applicant/developer, you will assign either a single street number for a known tenant occupying the entire building, or a range of numbers at a ratio of one street number for each twenty (20) feet of store frontage within each building.
 - 3) When determining the single street number or range of street numbers for a building, create a wide enough space between the number or number range of each building to allow for expansion and changes to the shopping center.
 - 4) Finish assigning street numbers in Building "A" before moving to Building "B".

Keep the orderly sequence as firm as possible.

EXCEPTION

- E. If there is more than one story involved, there shall be one street number assigned to a building and suite numbers assigned to tenants; i.e., 101, 201, 301, etc. (refer to Issue No. 10).

There will be project designs that simply are not conducive to this orderly sequence of addressing. In those cases, as always:

USE COMMON SENSE!!!!!!

4. Use a working copy of the project to lay out the building alpha and street number designations for the project. If you do this, you will be able to make corrections without cluttering the original site plan that you will use to formally assign street addresses. When you are satisfied that the alpha and numeric designations fit, and that you have the correct linear sequences, you are ready to transfer the numbers to the original site plan for official street addresses.
5. Before proceeding, **double check** and even **triple check** your designations. Be sure that you have: the correct street name, proper (or no) compass direction, odd vs. even street number, in proper sequence, fitting into the existing sequence of street numbers, and that the sequence of building alpha and numeric designations are correct.
6. Using a felt tip pen, preferably a different color than the site plan, (green does nicely on blue line prints), transfer the information from the working copy to the original site plan.
7. When completed, place the **OFFICIAL ADDRESS NUMBERS** stamp in a conspicuous place, and sign and date accordingly.
8. Make a reduced copy of the map (8 1/2" x 11" if legible, otherwise 11" x 17") and give the original site plan and a reduced copy to the Senior Admin Clerk (Carolyn Clark) who will distribute copies of the **official address plan** to the different agencies. The original address plan will be placed in the Book of Address Plans. The original address plan will be placed in the Book of Address Plans.
9. Route a copy of the site plan to the Address Team for input into the GIS system which, in turn, will update the HTE system.
10. Place a copy of the address plan into the special permit file.

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STATEMENT: History of Changes

Date of
Revision

Changes
To

Comment